

**PLANNING COMMISSION  
MEETING MINUTES  
Tuesday, January 3, 2023**

**I. Call to Order and Roll Call –**

The Meeting of the Planning Commission was called to order at 7:01 PM by Chairman Matt Kowalski with roll call:

Matt Kowalski, Chair	Thomas Phillips, Vice Chair - ABS	Jim Carty
Tom Covert	Alison Heatley, Secretary	Chet Hill
Kyle Marsh	Karen Roberts	Wa Hubbard, Ex-Officio

Student Reps: Charlotte Bruderly is present, Julian Malek and Brock McIntyre are absent.

Also present: Michelle Aniol, Community Development Manager; Grace Whitney, Associate Planner; Megan Masson-Minock, Carlisle Wortman Associates; Pamela Weber, Recording Secretary, and guests.

**II. Action on Meeting minutes from:** Regular Minutes of December 5, 2022

Motion Marsh; support Hill to approve the December 5, 2022 Regular Meeting Minutes.

Unanimous voice vote approval with Phillips absent.

**III. Approval of agenda**

Motion Carty; support Covert to approve the agenda as presented with the following amendment:

- Add taking a moment of silence for Mr. Paul Cousins.

Unanimous voice vote approval with Phillips absent.

**IV. Public Hearing(s) - None**

**V. Pre-Arranged Participation - None**

**VI. Reports of Officers:**

**A. Chairman Report –**

- Mr. Kowalski recommends a safety evaluation of the pedestrian crossings on Baker Road at Forest and Grand Streets for the following reasons:

- They are angled and about 100' wide;
  - The stop signs are beyond the crosswalks;
  - Cars turn left quickly onto those two streets to avoid the turn lane back-up onto Main Street;
  - There have been near miss incidents with vehicles and pedestrians
- Chairman Kowalski would like to see this as a future agenda item. Ms. Aniol stated the City may be able to secure a grant to evaluate the Baker Road intersections.

B. Planning Commissioners and Council Ex officio Reports –

- Ms. Hubbard reported that City Council voted to rename First Street Park to Paul Cousins Park

C. Committee Reports –

- Ms. Roberts mentioned a recommendation by Andres Duany to keep older fire trucks in good operating condition as new fire trucks tend to be larger, thus impacting turning radiuses and road accessibility.

D. Community Development Office Reports – CDM

Ms. Aniol reported the following:

- Staff anticipates the move to the new City offices will take place at the end of February. To facilitate the move and ensure a smooth transition, city offices will be closed for one week. Advanced notice will be provided before the closure.
- Common Sail met with Mayor Keough, DDA Board Member Mike Penn, the City Manager and staff to review and discuss Tax Increment Financing (TIF) Strategies, in advance of meeting with the full 3045 Broad Street Committee after the first of the year.
- Kelly Anderson, of KLA Development has requested a pre-application meeting to present a concept for a 4-story 10–15-unit residential condominium project at 8180 Main Street. The City is working with Nate Pound, Justin Dalenberg and Common Sail Development Group to incorporate the proposed restaurant/micro-brewery and bike rental uses into the 3045 Broad Street redevelopment project.
- Millennium Place is working on finalizing their development plan. She anticipates ground breaking in the Spring.
- The DDA is looking at a downtown strategic plan update. Seven RFPs were received. A sub-committee of the DDA will review the proposals and will recommend firms the DDA should interview, based on their proposal.

**VII. Citizen Wishing to Address the Commission (Non-Arranged Participation) – None**

**VIII. Old Business –**

- A. Continue Consideration of Revised Second Street Sub-Area Plan to Plan Proposal from CWA

A brief review of the two options and a comparison approach was provided by Ms. Masson-Minock for the benefit of those absent at the last Planning Commission meeting.

Discussion Included:

- The gameboard idea is interesting;
- The cost of either option is a concern;
- The idea of the Planning Commission doing a visioning session for this, instead, led by Ms. Masson-Minock that could include:
  - Determining what land use we want in that corridor, density, smart growth opportunities, the number of stories allowed, etc.;
  - Involving citizens;
  - Utilizing the expertise of Planning Commissioners;
  - Reviewing the menu of choices already set up within the zoning ordinance, walking the area, sketching it out, putting ideas on the wall. Probably 3-4 hours of time;
- Wait for the next Master Plan update instead (2024 at the latest), saving the costs and effort until then;
- Going thru this process will not give us any more information than we already have;
- Planning the town for the whole town, not for specific residents

Motion Hill; support Marsh to defer further planning of the Second Street corridor zoning until the master plan update is undertaken in the year 2024.

Ayes: Covert, Carty, Hubbard, Heatley, Marsh, Hill, Kowalski

Nays: Roberts

Absent: Phillips

Motion Carries

**IX. New Business – None**

**X. Proposed business for Tuesday, February 6, 2023:**

- A. First draft of potential changes to the CIP

**XI. Citizens wishing to address the Commission – None**

## **XII. Adjournment**

Motion Carty; support Hubbard to adjourn at 8:13 PM.

Unanimous voice vote approval with Phillips absent.

Respectfully submitted,

Pamela Weber

Recording Secretary

Approved for Filing: February 6, 2023